

SECRET

CANADIAN SECURITY INTELLIGENCE SERVICE

OPERATIONAL MANUAL

TABLE OF CONTENTS

II.6. HUMAN SOURCES

A. INTRODUCTION

1. Subject
2. References
3. Definitions

B. CENTRALIZED SYSTEMS

1. Functional Responsibilities
2. Records
3. Reporting
4. Interdepartmental Communications

C. GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment
2. Direction
- 3.
- 4.

TABLE OF CONTENTS (CONT'D)

D. SPECIAL RESTRICTIONS

1. Human Sources in Government
2. Human Sources on Campus
3. Human Sources
4. Human Sources

E. QUALITATIVE CONTROLS

1. Evaluation of Human Sources
2. Reliability and Corroboration
3. Human Sources

F. COMPENSATION

1. General Principles and Terminology
2. Payments
3. Authority for Payment
4. Payment
5. Payment Procedures
6. Payment



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

II.6. HUMAN SOURCES

A. INTRODUCTION

1. Subject

This chapter concerns the recruitment, development, handling and administration of human sources.

Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

Application of particular policies will depend on the circumstances of each source operation.

2. References

Treasury Board Circular 1986-26: "Security Policy of the Government of Canada", dated 18 June 1986.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

A. INTRODUCTION (cont'd)

3. Definitions

Human
Source

A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

Operational
Assistance

Operational assistance means providing information or otherwise facilitating operational activities of the Service.

Under
Direction

A human source is considered to be under direction when, at the request of the Service, the source does any of the following:



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

A. INTRODUCTION (cont'd)

Under
Continuing
Direction

3. A human source is considered to be under continuing direction when:

The source receives general direction to provide operational assistance in relation to activities.

B. CENTRALIZED SYSTEMS

1. Functional Responsibilities

Director

The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

B. CENTRALIZED SYSTEMS (cont'd)

Headquarters Operational Branches 1. Headquarters operational branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

OHS Headquarters operational branches shall inform Headquarters Human Sources Branch (OHS) of all significant matters affecting human source policy and operations.

Regional Director General The Regional Director General is responsible for the overall management of human source operations in the Region.

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PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

B. CENTRALIZED SYSTEMS (cont'd)

2. Records

Human Source
Files

Human source files are divided into two parts, respectively containing financial and general information:

Opening of
Files

Headquarters OHS shall open an individual human source file when:

An individual file is necessary to protect the source's identity



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

B. CENTRALIZED SYSTEMS (cont'd)

2.

Use and
Handling of
Files

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PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

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ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

B. CENTRALIZED SYSTEMS (cont'd)

3. Reporting

Reports from
Regions

Unless otherwise specified for a particular policy, all human source reports originating from the regions shall be processed in the following manner:

Reports from
Headquarters

Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be processed in the following manner:

Related
Functions

All employees concerned with processing human source reports may, as appropriate to their duties and functions,



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

B. CENTRALIZED SYSTEMS (cont'd)

4. Interdepartmental Communications

Preparation of Correspondence

Correspondence to the Solicitor General Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters OHS.

Requests to Solicitor General

Requests to the Solicitor General for approval shall normally be submitted in the form of an Aide-Mémoire,



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

B. CENTRALIZED SYSTEMS (cont'd)

C. GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment

Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent,

Approval by Headquarters OHS shall be obtained before attempting to recruit a human source



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

1.

Approval by Headquarters OHS shall be obtained before attempting to recruit such persons, or accepting of operational assistance

Initial
Report

When it is necessary to open an individual human source file (see B.2), an initial report on the source shall be submitted to Headquarters OHS and shall include the following information, as applicable:

SECRET



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2. Direction

Authorized
Deployment

Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

Payments

3.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

3.

Security

All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

C: GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

Payment for
Information

A human source may receive payment for information
obtained during a operational



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

SECRET



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

D. SPECIAL RESTRICTIONS

1. Human Sources in Government

Definition	A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See A.2
Deputy Head	A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.
Consultation with Deputy Head	Before developing a source in government, the deputy head shall normally be consulted where any of the following conditions apply:
Payment	
Waiver of Consultation Requirement	When consultation with the deputy head pursuant to paragraphs D.1 would likely endanger the source or otherwise adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

D. SPECIAL RESTRICTIONS (cont'd)

Waiver
Procedures

1. Requests for the Solicitor General to waive the consultation requirement shall include the following information:

Directing
Sources in
Government

A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.

2. Human Sources on Campus

Approval by
Solicitor
General

Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance concerning activities undertaken by students or employees within post-secondary academic institutions.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

D. SPECIAL RESTRICTIONS (cont'd)

2.

Ministerial
Approval
Procedures

Requests to the Solicitor General to approve the direction of a human source within a post-secondary academic institution shall include the following information:



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

D. SPECIAL RESTRICTIONS (cont'd)

3. Human Sources

Recruitment

Payment

4. Human Sources



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

E. QUALITATIVE CONTROLS

1. Evaluation of Human Sources



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

E. QUALITATIVE CONTROLS (cont'd)



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

E. QUALITATIVE CONTROLS (cont'd)

2. Reliability and Corroboration

Reliability Assessments

The investigator responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

E. QUALITATIVE CONTROLS (cont'd)

2.

Corroboration
of Information

Investigators and Headquarters operational branch analysts shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

E. QUALITATIVE CONTROLS (cont'd)

3.

Human Sources



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

E. QUALITATIVE CONTROLS (cont'd)

3.

Evaluation of
Sources and
Corroboration
of Information

For purposes of evaluating a human source or corroborating specific information provided by a source, the investigator responsible may use the following



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

E. QUALITATIVE CONTROLS (cont'd)

F. COMPENSATION

1. General Principles and Terminology

Parameters of
Compensation

Human sources

compensation,

or payment in kind, in

exchange for providing operational assistance to the Service.

Ministerial
Approval

Approval by the Solicitor General shall be obtained before offering a human source the following:

Payment that exceeds the financial signing authority of the Director.

Payments

Offers of
Compensation

Payment



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

F. COMPENSATION (cont'd)

1.

In application to certain other policies in this Chapter, the following terms may be used to describe payment of human sources:

2.

Payments

Guidelines



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

F. COMPENSATION (cont'd)

3. Authority for Payment

Financial
Signing
Authorities

The authority of the Director and certain employees to approve human source payments is limited in each case

Scope of
Authority

Authority to provide payment to a human source shall designate an amount covering

Authority



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

F. COMPENSATION (cont'd)

3.

Authority

Authority

Authority



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

F. COMPENSATION (cont'd)

4.

Payment

Criteria for
Payment



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

F. COMPENSATION (cont'd)

5.

Payment Procedures

Summary of
Procedures

SECRET



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

F. COMPENSATION (cont'd)

6.

Payment

SECRET



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

F. COMPENSATION (cont'd)

6.

Payments

Payments



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

F. COMPENSATION (cont'd)

6.

Payments

SECRET

CANADIAN SECURITY INTELLIGENCE SERVICE

OPERATIONAL MANUAL

TABLE OF CONTENTS

II.6. HUMAN SOURCES

A. INTRODUCTION

1. Subject
2. References
3. Definitions

B. CENTRALIZED SYSTEMS

1. Functional Responsibilities
2. Records
3. Reporting
4. Interdepartmental Communications

C. GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment
2. Direction
- 3.
- 4.

SECRET

TABLE OF CONTENTS (CONT'D)

D. SPECIAL RESTRICTIONS

1. Human Sources in Government
2. Human Sources on Campus
3. Human Sources
4. Human Sources

E. QUALITATIVE CONTROLS

1. Evaluation of Human Sources
2. Reliability and Corroboration
3. Human Sources

F. COMPENSATION

1. General Principles and Terminology
2. Payments
3. Authority for Payment
4. Payment
5. Payment Procedures
6. Payment



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

II.6. HUMAN SOURCES

The policies and procedures in this Chapter are intended to implement the following general principles, as expressed by the Solicitor General of Canada in correspondence to the Director dated 30 October 1989.

QUOTE

General Principles

1. Confidential sources are to be used only when and to the extent it is reasonable and necessary, to do so in meeting the Service's statutory responsibilities.
- 2.
3. Given the intrusiveness of the technique, the use of confidential human sources must be centrally directed and controlled.
4. Confidential sources are to carry out their tasks on behalf of the Service. They should conduct themselves in such a manner as not to discredit the Service or the Government of Canada.
5. Confidential sources are to be managed so as to protect both the security of the Service's operations and the personal safety of sources.
6. As with all human sources, confidential sources should be treated ethically and fairly by the Service, in terms of both compensation and handling.

UNQUOTE



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

A. INTRODUCTION

1. Subject

This chapter concerns the recruitment, development, handling and administration of human sources.

Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

Application of particular policies will depend on the circumstances of each source operation.

2. References

Treasury Board Circular 1986-26: "Security Policy of the Government of Canada", dated 18 June 1986.

Ministerial Directive: "CSIS Use of Human Sources", dated 30 October 1989.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

A. INTRODUCTION (cont'd)

3. Definitions

Human Source A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

Operational Assistance Operational assistance means providing information or otherwise facilitating operational activities of the Service.

Under Direction A human source is considered to be under direction when, at the request of the Service, the source does any of the following:

Under Continuing Direction A human source is considered to be under continuing direction when:



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

A. INTRODUCTION (cont'd)

3. The source receives general direction to provide operational assistance in relation to activities.

B. CENTRALIZED SYSTEMS

1. Functional Responsibilities

Director

The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

The Director shall report annually to the Solicitor General on the human sources under the direction of the Service.

Headquarters OHS

Headquarters Human Sources is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to operational branches concerning the development and direction of particular human sources.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

B. CENTRALIZED SYSTEMS (cont'd)

1.

Headquarters
Operational
Branches

Headquarters operational branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

Headquarters operational branches shall inform Headquarters Human Sources Branch (OHS) of all significant matters affecting human source policy and operations.

Regional
Director
General

The Regional Director General is responsible for the overall management of human source operations in the Region.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

B. CENTRALIZED SYSTEMS (cont'd)

2. Records

Human Source
Files

Human source files are divided into two parts, respectively containing financial and general information:

Opening of
Files

Headquarters OHS shall open an individual human source file when:

An individual file is necessary to protect the source's identity



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

B. CENTRALIZED SYSTEMS (cont'd)

2.

Use and
Handling of
Files



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

B. CENTRALIZED SYSTEMS (cont'd)

3. Reporting

Reports from
Regions

Unless otherwise specified for a particular policy, all human source reports originating from the regions shall be processed in the following manner:

Reports from
Headquarters

Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be processed in the following manner:



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

B. CENTRALIZED SYSTEMS (cont'd)

3.

Related
Functions

All employees concerned with processing human source reports may, as appropriate to their duties and functions,

4. Interdepartmental Communications

Preparation of
Correspondence

Correspondence to the Solicitor General Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters OHS.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

B. CENTRALIZED SYSTEMS (cont'd)

Requests to
Solicitor
General

4. Requests to the Solicitor General for approval shall normally be submitted in the form of an Aide-Mémoire

C. GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment

Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent,

Approval by Headquarters OHS shall be obtained before attempting to recruit a human source



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

1.

Approval by Headquarters OHS shall be obtained before attempting to recruit such persons, or accepting of operational assistance

Initial
Report

When it is necessary to open an individual human source file (see B.2), an initial report on the source shall be submitted to Headquarters OHS and shall include the following information, as applicable:



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2. Direction

Authorized
Deployment

Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

Sources in
Sensitive
Sectors

The following approvals shall be obtained before using a human source under direction who is involved in sensitive social institutions, such as in the academic, fields. See Section D, Special Restrictions.

Approval by shall be obtained before using a human source under direction to provide operational assistance which impacts on or appears to impact on a sensitive institution.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

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SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
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ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

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PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

Payments

3.

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

3.

Security

All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
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RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

Payment for
Information

A human source may receive payment for information
obtained during a operational



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

D. SPECIAL RESTRICTIONS

1. Human Sources in Government

Definition

A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See A.2

Deputy Head

A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

Consultation with Deputy Head

Before developing a source in government, the current deputy head and thereafter, any subsequent deputy head shall normally be consulted where any of the following conditions apply:



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

D. SPECIAL RESTRICTIONS (cont'd)

1.

Payment

Waiver of Consultation Requirement

When consultation with the deputy head pursuant to paragraphs D.1. would likely endanger the source or otherwise adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement.

Waiver Procedures

Requests for the Solicitor General to waive the consultation requirement shall include the following information:

Directing Sources in Government

A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

D. SPECIAL RESTRICTIONS (cont'd)

2. Human Sources on Campus

Approval by
Solicitor
General

Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance on post-secondary academic institutions.

Ministerial
Approval
Procedures

Requests to the Solicitor General to approve the direction of a human source within a post-secondary academic institution shall include the following information:



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

D. SPECIAL RESTRICTIONS (cont'd)

3. Human Sources

Recruitment

Payment

4. Human Sources



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

E. QUALITATIVE CONTROLS

1. Evaluation of Human Sources



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

E. QUALITATIVE CONTROLS (cont'd)

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

E. QUALITATIVE CONTROLS (cont'd)

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

E. QUALITATIVE CONTROLS (cont'd)

2. Reliability and Corroboration

Reliability Assessments

The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

E. QUALITATIVE CONTROLS (cont'd)

- Corroboration 2. Investigators and Headquarters operational branch analysts of Information shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

3.

Human Sources



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

E. QUALITATIVE CONTROLS (cont'd)

3.

Evaluation of
Sources and
Corroboration
of Information

For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

E. QUALITATIVE CONTROLS (cont'd)

F. COMPENSATION

1. General Principles and Terminology

Parameters of
Compensation

Human sources
compensation,
or payment in kind, in
exchange for providing operational assistance to the Service.

Ministerial
Approval

Approval by the Solicitor General shall be obtained before
offering a human source the following:

Payment that exceeds the financial
signing authority of the Director.



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

F. COMPENSATION (cont'd)

1.

Payments

Offers of
Compensation

Payment

In application to certain other policies in this Chapter, the following terms may be used to describe payment of human sources:



Manual	Chap. title	Chap. No
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

F. COMPENSATION (cont'd)

2.

Payments

Guidelines

3. Authority for Payment

Financial Signing Authorities

- a. The authority of the Director and certain employees to approve human source payments is limited in each case

Scope of Authority

- b. Authority to provide payment to a human source shall designate an amount covering



Manual	Chap. title	Chap. No
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

F. COMPENSATION (cont'd)

3.

Authority

Authority

Authority



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

F. COMPENSATION (cont'd)

3.

Authority

4.

Payment

Criteria for
Payment



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

F. COMPENSATION (cont'd)

5. Payment Procedures

Summary of
Procedures

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

F. COMPENSATION (cont'd)

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

F. COMPENSATION (cont'd)

6.

Payments

Payments



Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

F. COMPENSATION (cont'd)

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

SECRET

CANADIAN SECURITY INTELLIGENCE SERVICE

OPERATIONAL MANUAL

TABLE OF CONTENTS

II.6 HUMAN SOURCES

A. INTRODUCTION

1. Subject
2. References
3. Definitions

B. CENTRALIZED SYSTEMS

1. Functional Responsibilities
2. Records
3. Reporting
4. Interdepartmental Communications

C. GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment
2. Direction
- 3.
- 4.

*Policy now part of
the New OPS manual
under Chapter OPS-204a.208*

SECRET

TABLE OF CONTENTS (CONT'D)

D. SPECIAL RESTRICTIONS

1. Human Sources in Government
2. Human Sources on Campus
3. Human Sources
4. Human Sources

E. QUALITATIVE CONTROLS

1. Evaluation of Human Sources
2. Reliability and Corroboration
3. Human Sources

F. COMPENSATION

1. General Principles and Terminology
2. Payments
3. Authority for Payment
4. Payment
5. Payment Procedures
6. Payment

SECRET

Manual OPERATIONAL	Chap. title HUMAN SOURCES	Chap. No. II.6
------------------------------	-------------------------------------	--------------------------

II.6 HUMAN SOURCES

The policies and procedures in this Chapter are intended to implement the following general principles, as expressed by the **Solicitor General of Canada** in correspondence to the Director dated **30 October 1989**.

QUOTE

General Principles

1. Confidential sources are to be used only when and to the extent it is reasonable and necessary, to do so in meeting the Service's statutory responsibilities.
- 2.
3. Given the intrusiveness of the technique, the use of confidential human sources must be centrally directed and controlled.
4. Confidential sources are to carry out their tasks on behalf of the Service. They should conduct themselves in such a manner as not to discredit the Service or the Government of Canada.
5. Confidential sources are to be managed so as to protect both the security of the Service's operations and the personal safety of sources.
6. As with all human sources, confidential sources should be treated ethically and fairly by the Service, in terms of both compensation and handling.

UNQUOTE



Manual OPERATIONAL	Chap. title HUMAN SOURCES	Chap. No. II.6
------------------------------	-------------------------------------	--------------------------

SECRET

A. INTRODUCTION

1. Subject

This chapter concerns the recruitment, development, handling and administration of human sources.

Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

Application of particular policies will depend on the circumstances of each source operation.

2. References

Treasury Board Manual : "Information and Administrative Management: Security"

Ministerial Directive : "CSIS Use of Human Sources", dated 30 October 1989

Ministerial Directive : "Conduct of Investigation", dated 30 October 1989



Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

SECRET**II.6****A. INTRODUCTION (cont'd)****3. Definitions**Human
Source

A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

Operational
Assistance

Operational assistance means providing information or otherwise facilitating operational activities of the Service.

Under
Direction

A human source is considered to be under direction when, at the direct request of the Service, the source does any of the following:

Under
Continuing
Direction

A human source is considered to be under continuing direction when :

The source receives general direction to provide operational assistance in relation to activities.



Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**SECRET****B. CENTRALIZED SYSTEMS****1. Functional Responsibilities****Director**

The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

The Director shall report annually to the Solicitor General on the human sources under the direction of the Service.

Headquarters OHS

Headquarters Human Sources (OHS) is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to Operational Branches concerning the development and direction of particular human sources.



Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**SECRET****B. CENTRALIZED SYSTEMS (cont'd)**

Headquarters
Operational
Branches

1. Headquarters Operational Branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

Headquarters Operational Branches shall inform Headquarters Human Sources Branch (OHS) of all significant matters affecting human source policy and operations.

Regional
Director
General

The Regional Director General is responsible for the overall management of human source operations in the Region.

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**B. CENTRALIZED SYSTEMS (cont'd)****2. Records**

Human
Source Files

Human source files are divided into two parts, respectively containing financial and general information :

Opening of
Files

Headquarters OHS shall open an individual human source file when :

An individual file is necessary to protect the source's identity

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**B. CENTRALIZED SYSTEMS (cont'd)**

2.

Use and
Handling of
Files

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**B. CENTRALIZED SYSTEMS (cont'd)****3. Reporting**

Reports
from
Regions

Unless otherwise specified for a particular policy, all human source reports originating from the Regions shall be processed in the following manner :

Reports
from Head-
quarters

Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be processed in the following manner :

Related
Functions

All employees concerned with processing human source reports may, as appropriate to their duties and functions.

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**B. CENTRALIZED SYSTEMS (cont'd)****4. Interdepartmental Communications**

Preparation
of
Correspondence

Correspondence to the Solicitor General of Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters OHS.

Requests to
Solicitor
General

Requests to the Solicitor General for approval shall normally be submitted in the form of an Aide-Mémoire.

SECRET

Manual OPERATIONAL	Chap. title HUMAN SOURCES	Chap. No. II.6
------------------------------	-------------------------------------	--------------------------

B. CENTRALIZED SYSTEMS (cont'd)

C. GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment

Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent,

Approval by Headquarters OHS shall be obtained before attempting to recruit a human source

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)**

1. The approval of HQ OHS is required prior to an attempt to recruit, or acceptance of operational assistance

The approval of HQ OHS is also required prior to an attempt to recruit any individual

Initial
Report

When it is necessary to open an individual human source file (see B.2.), an initial report on the source shall be submitted to Headquarters OHS and shall include the following information, as applicable :

2. Direction

Authorized
Deployment

Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following :

Investigations of threats to the security of Canada.



Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**SECRET****C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)**

2.

Sources in
Sensitive
Sectors

The following approvals shall be obtained before using a human source under direction who is involved in sensitive social institutions, such as in the academic, fields. See Section D, Special

Restrictions :

**SECRET**

Manual OPERATIONAL	Chap. title HUMAN SOURCES	Chap. No. II.6
------------------------------	-------------------------------------	--------------------------

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2. Approval by _____ shall be obtained before using a human source under direction to provide operational assistance which impacts on or appears to impact on a sensitive institution.



Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**SECRET****C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)**

2.



Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**SECRET****C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)**

2.

Payments

3.



Manual
OPERATIONAL

Chap. title
HUMAN SOURCES

SECRET
Chap. No.
II.6

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

3.

Security

All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.



Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**SECRET****C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)**

4.



Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**SECRET****C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)**

4.



Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**SECRET****C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)**

4.

Payment for
Information

A human source may receive
operational

payment for information obtained during a

**SECRET**

Manual OPERATIONAL	Chap. title HUMAN SOURCES	Chap. No. II.6
------------------------------	-------------------------------------	--------------------------

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

**SECRET**

Manual OPERATIONAL	Chap. title HUMAN SOURCES	Chap. No. II.6
------------------------------	-------------------------------------	--------------------------

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

D. SPECIAL RESTRICTIONS

1. Human Sources in Government

Definition

A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See A.2

Deputy Head

A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

**SECRET**

Manual OPERATIONAL	Chap. title HUMAN SOURCES	Chap. No. II.6
------------------------------	-------------------------------------	--------------------------

D. SPECIAL RESTRICTIONS (cont'd)

Consulta-
tion with
Deputy
Head

1. Before developing a source in government, the current deputy head and thereafter, any subsequent deputy head, shall normally be consulted where any of the following conditions apply :

Payment

Waiver of
Consulta-
tion
Requirement

Waiver
Procedures

When consultation with the deputy head pursuant to paragraphs D.1. would likely endanger the source or otherwise adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement.

Requests for the Solicitor General to waive the consultation requirement shall include the following information:



Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**SECRET****D. SPECIAL RESTRICTIONS (cont'd)**

1.

Directing
Sources in
Government

A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.

2. **Human Sources on Campus**

Approval by
Solicitor
General

Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance at post-secondary academic institutions.

Ministerial
Approval
Procedures

Requests to the Solicitor General to approve the direction of a human source within a post-secondary academic institution shall include the following information:

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**D. SPECIAL RESTRICTIONS (cont'd)****3. Human Sources**

Recruitment

Payment

4. Human Sources

**SECRET**

Manual OPERATIONAL	Chap. title HUMAN SOURCES	Chap. No. II.6
------------------------------	-------------------------------------	--------------------------

D. SPECIAL RESTRICTIONS (cont'd)**5. Human Sources**

The payment of

Operations.

to any human source
requires the approval of the **DDG****E. QUALITATIVE CONTROLS****1. Evaluation of Human Sources**

SECRET

Manual OPERATIONAL	Chap. title HUMAN SOURCES	Chap. No. II.6
------------------------------	-------------------------------------	--------------------------

E. QUALITATIVE CONTROLS (cont'd)

1.

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**E. QUALITATIVE CONTROLS (cont'd)**

1.

The policy of the Service is to protect the identity of human sources in perpetuity. However, dormant source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of a confidential source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**E. QUALITATIVE CONTROLS (cont'd)****2. Reliability and Corroboration****Reliability
Assessments**

The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**E. QUALITATIVE CONTROLS (cont'd)**

2.

Corroboration
of Informa-
tion

Investigators and Headquarters operational branch analysts shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**E. QUALITATIVE CONTROLS (cont'd)**

3.

Human Sources

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**E. QUALITATIVE CONTROLS (cont'd)**

3.

Evaluation
of Sources
and Corro-
boration of
Information

For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**F. COMPENSATION****1. General Principles and Terminology**Parameters
of Compensation

Human sources
compensation,
or payment in kind, in exchange for providing operational assistance to the
Service.

Ministerial
Approval

Approval by the Solicitor General shall be obtained before offering a human
source the following:

Payment
the Director

that exceeds the financial signing authority of

● Payments

Offers of
Compensation

Payment

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**F. COMPENSATION (cont'd)**

1. In application to certain other policies in this Chapter, the following terms may be used to describe payment of human sources:

2. **Payments**

Guidelines

SECRET

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**F. COMPENSATION (cont'd)****3. Authority for Payment**Financial
Signing
Authorities

The authority of the Director and certain employees to approve human source payments is limited in each case

Scope of
AuthorityAuthority to provide
covering

payment to a human source shall designate an amount

Authority

Authority



Manual
OPERATIONAL

Chap. title
HUMAN SOURCES

Chap. No.

SECRET

II.6

F. COMPENSATION (cont'd)

3.

Authority

Authority

4.

Payment

Criteria for
Payment

**SECRET**

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**F. COMPENSATION (cont'd)**

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

**SECRET**

Manual

OPERATIONAL

Chap. title

HUMAN SOURCES

Chap. No.

II.6**F. COMPENSATION (cont'd)****5. Payment Procedures**Summary of
Procedures

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
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**SECRET**

Manual OPERATIONAL	Chap. title HUMAN SOURCES	Chap. No. II.6
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F. COMPENSATION (cont'd)

6.

Payment**Payments**

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Manual OPERATIONAL	Chap. title HUMAN SOURCES	Chap. No. II.6
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F. COMPENSATION (cont'd)

6.

Payments

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OPERATIONAL POLICY MANUAL

OPS-204 HUMAN SOURCES - GENERAL

YELLOW HIGHLIGHT
REPRESENTS
DELETION
OF TEXT

1. INTRODUCTION

Policy Objective

1.1 Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

1.2 The objective of the policies and procedures detailed in the Human Source Policy are intended to implement the general principles, as expressed by the Solicitor General of Canada in correspondence to the Director dated 30 October 1989 and detailed in section 2 of this policy.

Scope

1.3 This chapter prescribes the policy and procedures relating to the recruitment, development, handling and administration of human sources.

1.4 Application of particular policies will depend on the circumstances of each source operation.

Authorities

1.5 Ministerial Directives:

"CSIS Use of Human Sources", dated 30 October 1989

"Conduct of Investigation", dated 30 October 1989

"The Lawful Behaviour of Confidential Sources", dated 31 August 1993.

1.6 CSIS Act

1.7 Treasury Board Manual: "Information and Administrative Management: Security"



OPERATIONAL POLICY MANUAL

Definitions

1.8 Human Source: A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

1.9 Operational Assistance: Operational assistance means providing information or otherwise facilitating operational activities of the Service.

1.10 Under Direction: A human source is considered to be under direction when, at the direct request of the Service, the source does any of the following:

1.12 Under Continuing Direction: A human source is considered to be under continuing direction when:

the source receives general direction to provide operational assistance in relation to activities.

OPERATIONAL POLICY MANUAL

2. PRINCIPLES

QUOTE

2.1 Confidential sources are to be used only when and to the extent it is reasonable and necessary, to do so in meeting the Service's statutory responsibilities.

2.2

2.3

2.4

2.5 Confidential sources are to be managed so as to protect both the security of the Service's operations and the personal safety of sources.

2.6 As with all human sources, confidential sources should be treated ethically and fairly by the Service, in terms of both compensation and handling.

UNQUOTE

3. RESPONSIBILITIES

Director

3.1 The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

3.1.1 The Director shall report annually to the Solicitor General on the human sources under the direction of the Service.

3.2

OPERATIONAL POLICY MANUAL

3.3

Headquarters Human Sources Branch (OHS)

3.4 Headquarters Human Sources (OHS) is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to Operational Branches concerning the development and direction of particular human sources.

Headquarters Operational Branches

3.5 Headquarters Operational Branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

— 3.5.1 Headquarters Operational Branches shall inform Headquarters Human Sources Branch (OHS) of all significant matters affecting human source policy and operations.

Regional Directors General

3.6 Regional Directors General are responsible for the overall management of human source operations in the Region.

OPERATIONAL POLICY MANUAL

4. RECORDS

Human Source Files

4.1 Human source files are divided into two parts, respectively containing financial and general information:

the financial part contains

the general part contains :

4.2

OPERATIONAL POLICY MANUAL

Opening of Files

4.3 Headquarters OHS shall open an

human source file when:

an file is necessary to protect the source's identity.

4.4

4.5

Use and Handling of Files

4.6